

Date \_\_\_\_\_

Name \_\_\_\_\_

Group/Organization \_\_\_\_\_

Name of Event \_\_\_\_\_ Event Date \_\_\_\_\_

Event Times \_\_\_\_\_ to \_\_\_\_\_

**Please Notice!** Early access to our meeting rooms for decorating is not allowed. You are only allowed entrance to our meeting rooms during your paid reservation time. Additional time for decorating may be purchased at a rate of \$30.00 per hour.

Number of attendees expected \_\_\_\_\_

Will alcoholic beverages be served or allowed? ☐ Yes ☐ No

Will event include music? ☐ Yes ☐ No

Will event be catered? ☐ Yes ☐ No

If Yes, Name of Caterer: \_\_\_\_\_

**PLEASE CHECK AREA(S) TO BE RESERVED**

☐ Anniston Hall

☐ Meeting Room "C"

☐ (Pre/Post Function)

☐ Victoria Board Room

☐ Meeting Room "A"

☐ Kitchen

☐ Meeting room "B"

Seating Arrangement Description \_\_\_\_\_

**Equipment Needed: (Indicate Number Where Applicable)**

☐ Chairs (#) \_\_\_\_\_ ☐ Stage permanent 16'x40' \_\_\_\_\_

☐ Long Tables (8 Feet) (#) \_\_\_\_\_ ☐ Risers (#) \_\_\_\_\_

☐ Round Tables (5 Feet) (#) \_\_\_\_\_ ☐ TV \_\_\_\_\_

☐ Microphones (#) \_\_\_\_\_ ☐ VCR \_\_\_\_\_

☐ Table-top podium \_\_\_\_\_ ☐ Flip Chart \_\_\_\_\_

☐ Overhead Projector \_\_\_\_\_ ☐ Easel(s) (#) \_\_\_\_\_

☐ Free-standing podium \_\_\_\_\_ ☐ Slide Projector \_\_\_\_\_

☐ Table Skirts (#) \_\_\_\_\_ ☐ Screen \_\_\_\_\_

☐ Conference Phone \_\_\_\_\_ ☐ Other \_\_\_\_\_

The undersigned, either individually, or on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages, or other injuries to property owned by the City of Anniston while that organization or their guests are on the city property. Furthermore, the undersigned understands that all fees paid to the City Meeting Center are non-refundable and that the City of Anniston will not be responsible for the loss, damage, or theft of personal property of those occupying the facility.

Signature \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### Anniston City Meeting Center Policies

- No smoking in facility.
- No decorations, banners, papers, or signs allowed on walls.
- No glitter, confetti, or tinsel allowed in facility.
- No alcohol allowed in meeting rooms without security guards.
- Music must not interfere with others using the facility.
- Teenage parties must have two (2) adult chaperons, two (2) off duty Anniston Police Officers, and must provide a list of invited guests to the Police Officers working the event.
- Fire code limits for meeting rooms must not be exceeded.
- Catering services must be provided by companies/individuals included on the City Meeting Center's list of approved caterers.
- Renter will be held responsible for damage to facility.
- No Food is allowed in the Victoria Board Room.
- Guest are expected to remain in meeting rooms at all times except to use our restrooms facilities or to go outside to smoke.
- Children should stay in meeting rooms and be supervised at all times. Children will not be permitted to roam our hallways, lobby, porch area, or parking lot.

### Damage Policy

As a renter at the Anniston City Meeting Center, we expect you to be responsible and use sound judgment while utilizing our facility. Damage caused to our facility by you or those attending your function will be your responsibility. ***You will be charged the following rates for damages that occur as a result of your function!***

- Damage to walls made by tape, nails, tacks or writing - \$150.00 each spot.
- Clean up fee for confetti, glitter, gum, candle wax or tinsel - \$50.00.
- Stains made by food, drinks or any other damage to carpet - \$50.00.
- Other Damages – The Renter will be charged according to the cost necessary to repair the facility.

### Noise Policy

DJs, bands, singing, stereos, sound equipment, and other noises are allowed in the City Meeting Center provided they are kept at a reasonable volume as to not interfere with others using the facility. Additionally, City Meeting Center Staff have the authority to regulate volume levels by asking those in violation of this policy to reduce their volume to reasonable levels. Furthermore, failure to reduce volume levels when asked will result in the violating event being shutdown by the Anniston Police Department.

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**Name of Event**

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**Event Date**

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**Signature**

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**Date**

By signing you are acknowledging that you have read, understand, and agree to the terms of these policies. Failure to comply with these policies may forfeit your right to make future reservations at the Anniston City Meeting Center.